

6 August 1981

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]
Coordinor, Employee Activity Association

SUBJECT: Cash Shortage - [REDACTED]

1. On 6 April 1981, [REDACTED] EAA's representative in [REDACTED] called to find out how shortages were handled. She was \$54.00 short!

2. She retraced all of the steps she had performed over the last week, and discovered the shortage was \$75.00. This was a particularly busy time, since she was accepting membership applications and franchise fees for the [REDACTED] Softball League. She had all team managers bring their receipts back to the office for her review, since the shortage was the same as the franchise fee.

3. We reviewed her operating procedures and they were workable. She has a cash box that only she is supposed to use. It is of the combination type and no EAA business is conducted when she is not there. Her supervisor, [REDACTED] is aware of the problem.

4. In addition to the above we have recommended to the EAA representative in [REDACTED] that future franchise fees be paid by check or money order with no cash involved and that the EAA representative have someone to assist her on the day that franchise fees for the ten teams involved are being accepted.

5. It is requested that you approve this shortage for write-off.

APPROVED:

[REDACTED]
President, Employee Activity Association

7 AUG 1981

Date